

OFFICE OF FINANCIAL AND INSURANCE REGULATION JOB VACANCY NOTICE

CLASS/LEVEL: Law Student Assistant
DIVISION/SECTION: Office of General Counsel
DEADLINE TO RESPOND: 7/18/08

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 INTERESTED APPLICANTS SHOULD SUBMIT A COPY OF COLLEGE TRANSCRIPTS (INTERNET BASED TRANSCRIPTS WILL NOT BE ACCEPTED), RESUME, DLEG APPLICATION AND COVER LETTER TO DLEG, OFFICE OF FINANCIAL AND INSURANCE REGULATION, HUMAN RESOURCES/BUDGET DIVISION/OFIR 08-42, P.O. BOX 30220, LANSING, MICHIGAN 48909 OR FAX TO (517) 335-1450 BY THE DEADLINE DATE.

|                         |                                                                                                                       |                                                                                                                                 |
|-------------------------|-----------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| COUNTY/LOCATION         | Ingham/Lansing                                                                                                        |                                                                                                                                 |
| PAY RANGE               | \$14.48-\$20.32                                                                                                       |                                                                                                                                 |
| DESCRIPTION OF POSITION | Assist the Securities Section in researching and drafting legal documents and researching rules and policy positions. |                                                                                                                                 |
| EDUCATION               | Possession of a bachelor's degree in any major with not less than 24 semester hours or 36 term credits in accounting. |                                                                                                                                 |
| EXPERIENCE              | Possession of a bachelor's degree with one semester or term of law school completed.                                  |                                                                                                                                 |
| SPECIAL REQUIREMENTS    |                                                                                                                       |                                                                                                                                 |
| RESPOND TO              | Posting No.:                                                                                                          | OFIR 08-42                                                                                                                      |
|                         | Address:                                                                                                              | DLEG, Office of Financial & Insurance Regulation, Human Resources/Budget Division/OFIS08-42, P. O. Box 30220, Lansing, MI 48909 |
|                         | E-Mail Address:                                                                                                       |                                                                                                                                 |
|                         | Fax:                                                                                                                  | (517) 335-1450                                                                                                                  |

The State of Michigan is an Equal Opportunity Employer  
 Civil Service Rule 1-7 states: All persons offered employment in the classified service are required to submit to and pass a pre-employment drug test as a condition of employment

**This is an announcement of a position vacancy and does not constitute an offer of employment.**

**1. Position Code**  
STUDASTE

**State of Michigan**  
**Department of Civil Service**  
Capitol Commons Center, P.O. Box 30002  
Lansing, MI 48909

Federal privacy laws and/or state  
confidentiality requirements protect  
a portion of this information.

**POSITION DESCRIPTION**

This form is to be completed by the person that occupies the position being described and reviewed by the supervisor and appointing authority to ensure its accuracy. It is important that each of the parties sign and date the form. If the position is vacant, the supervisor and appointing authority should complete the form.

This form will serve as the official classification document of record for this position. Please take the time to complete this form as accurately as you can since the information in this form is used to determine the proper classification of the position. **THE SUPERVISOR AND/OR APPOINTING AUTHORITY SHOULD COMPLETE THIS PAGE.**

|                                                                                                              |                                                                                                                               |
|--------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| <b>2. Employee's Name (Last, First, M.I.)</b>                                                                | <b>8. Department/Agency</b><br><br>LABOR AND ECONOMIC GROWTH                                                                  |
| <b>3. Employee Identification Number</b>                                                                     | <b>9. Bureau (Institution, Board, or Commission)</b><br><br>OFFICE OF FINANCIAL AND INSURANCE REGULATION                      |
| <b>4. Civil Service Classification of Position</b><br><br>STUDENT ASSISTANT                                  | <b>10. Division</b><br><br>OFFICE OF GENERAL COUNSEL                                                                          |
| <b>5. Working Title of Position (What the agency titles the position)</b><br><br>STUDENT ASSISTANT           | <b>11. Section</b>                                                                                                            |
| <b>6. Name and Classification of Direct Supervisor</b><br>JOHN SCHOONMAKER, ADMINISTRATIVE LAW MANAGER<br>17 | <b>12. Unit</b>                                                                                                               |
| <b>7. Name and Classification of Next Higher Level Supervisor</b><br>VACANT, STATE BUREAU ADMINISTRATOR 18   | <b>13. Work Location (City and Address)/Hours of Work</b><br>611 W. OTTAWA, LANSING<br>8:00 A.M. - 5:00 P.M., MONDAY - FRIDAY |

**14. General Summary of Function/Purpose of Position**  
Assist the Securities Section in researching and drafting legal documents and researching rules and policy positions.

**For Civil Service Use Only**

**15. Please describe your assigned duties, percent of time spent performing each duty, and explain what is done to complete each duty.**

**List your duties in the order of importance, from most important to least important. The total percentage of all duties performed must equal 100 percent.**

Duty 1

**General Summary of Duty 1**

**% of Time 70**

Legal and Technical Research

**Individual tasks related to the duty.**

- Performs legal research. In conjunction with staff , prepares and reviews securities documents and assists in evaluating securities filings.
- Review filings for compliance with state laws and regulations.
- Make initial determination if filing should be approved, disapproved, or more information needed.
- Draft appropriate correspondence, order, etc.
- After reviewed, final documentation.
- Follow-up as needed until filing closed.
- Communicate with filers and OFIS personnel as needed.

Duty 2

**General Summary of Duty 2**

**% of Time 30**

Special Assignments

**Individual tasks related to the duty.**

- Perform special assignments as directed by supervisor.

Duty 3

**General Summary of Duty 3**

**% of Time** \_\_\_\_\_

**Individual tasks related to the duty.**

- 

Duty 4

**General Summary of Duty 4**

**% of Time** \_\_\_\_\_

**Individual tasks related to the duty.**

-

Duty 5

**General Summary of Duty 5**

**% of Time** \_\_\_\_\_

**Individual tasks related to the duty.**

- 

Duty 6

**General Summary of Duty 6**

**% of Time** \_\_\_\_\_

**Individual tasks related to the duty.**

-

16. Describe the types of decisions you make independently in your position and tell who and/or what is affected by those decisions. Use additional sheets, if necessary.

All work will be performed under direct supervision.

17. Describe the types of decisions that require your supervisor's review.

18. What kind of physical effort do you use in your position? What environmental conditions are you physically exposed to in your position? Indicate the amount of time and intensity of each activity and condition. Refer to instructions on page 2.

The duties and tasks of this job are usually performed in a traditional office setting. Sitting, standing, and occasional lifting are required; occasional travel is required. Prevailing environmental conditions are those related to the use of a computer and normal office routines.

19. List the names and classification titles of classified employees whom you immediately supervise or oversee on a full-time, on-going basis. (If more than 10, list only classification titles and the number of employees in each classification.)

NAME

CLASS TITLE

NAME

CLASS TITLE

20. My responsibility for the above-listed employees includes the following (check as many as apply):

- |                                                             |                                                            |
|-------------------------------------------------------------|------------------------------------------------------------|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work.                      |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work.                     |
| <input type="checkbox"/> Approve leave requests.            | <input type="checkbox"/> Review work.                      |
| <input type="checkbox"/> Approve time and attendance.       | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand.                  | <input type="checkbox"/> Train employees in the work.      |

21. *I certify that the above answers are my own and are accurate and complete.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**NOTE: Make a copy of this form for your records.**

**TO BE COMPLETED BY DIRECT SUPERVISOR**

- 22. Do you agree with the responses from the employee for Items 1 through 20? If not, which items do you disagree with and why?**  
I agree.

- 23. What are the essential duties of this position?**

Assist with legal research and drafting securities documents and filings.

- 24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.**

- 25. What is the function of the work area and how does this position fit into that function?**

This section is responsible for examination and investigation and licensing securities entities as required by state and federal statutes. This position will assist in the review of securities filings.

26. In your opinion, what are the minimum education and experience qualifications needed to perform the essential functions of this position.

**EDUCATION:**

Possession of a bachelor's degree with one semester or term of law school completed.

**EXPERIENCE:**

No specific amount or type required.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- A basic understanding of general legal practices.
- Knowledge or interest in regulatory law.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

*NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for this position.*

27. I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

\_\_\_\_\_

Supervisor's Signature

\_\_\_\_\_

Date

**TO BE FILLED OUT BY APPOINTING AUTHORITY**

28. Indicate any exceptions or additions to the statements of the employee(s) or supervisor.

29. I certify that the entries on these pages are accurate and complete.

\_\_\_\_\_

Appointing Authority's Signature

\_\_\_\_\_

Date